

City of Seattle
Civil Service Commission
July 15, 2009

Approved October 21, 2009

Call to Order: Commission Chair Ellis Casson called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commissioner Gregg Hirakawa

Commissioner Steven Jewell

Glenda Graham-Walton, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Gary Smith, Assistant City Attorney

ACTION ITEMS

Public Comment: No one signed up to speak

1. Approval of Minutes:

Approval of June 17, 2009 Meeting Minutes: The Commission discussed the relevance of a quote in the minutes regarding the Decision on City's Motion for Summary Judgment. The Commission decided that the quote was unnecessary in the minutes and it was removed. Commissioner Jewell moved to accept the minutes as amended, Commissioner Hirakawa seconded the motion.

2. Review Monthly Case Status Report & Appeals-New, Update, & Review:

The Commission reviewed the monthly case status report. The Executive Director reported that the budget for Hearing Officers' salaries is almost depleted so appeals filed in the remainder of 2009 will be assigned to the Office of Hearing Examiner or to the Commission.

The following item was taken out of order:

4. Discussion of Department Policy to Restrict Promotional Opportunities of Disciplined

Employees: The Commission discussed the issue and expressed concern of departments restricting promotional opportunities for disciplined employees. This was in reference to a paragraph in disciplinary letters stating the employee "...will not be eligible for any new job promotions or any discretionary out of class opportunities for a period of one year...." Branda Andrade, Seattle City Light Employee Relations Manager was present and addressed the Commission on City Light's use of this policy. Ms. Andrade stated this was applied to demotions or suspensions, but not to verbal or written reprimands. It is not a disciplinary action but a consequence of discipline. The Commission did not take action on the issue.

3. Executive Session: The Commission went into Executive Session regarding staff concerns. The session began at 10:00 a.m. and ended at 10:15 a.m. Commissioner Jewell and/or Hirakawa will work to resolve the concern.

Commissioner Jewell excused himself from the remainder of the meeting.

DISCUSSION ITEMS

5. Monthly Summit (Budget) Report:

Ms. Graham-Walton reported the budget is on target for July 2009.

6. Old/New Business:

7. Other:

The August meeting is tentatively canceled unless a matter requires immediate attention of the Commission.

Adjourn: The meeting adjourned at 10:25 a.m.

Respectfully Submitted:

Approved by:

/s/ Teresa R. Jacobs 9/16/09

/s/ Ellis H. Casson 9/16/09

Teresa R. Jacobs
Administrative Staff Assistant

Ellis H. Casson
Commission Chair

Date